

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF REAL ESTATE SERVICES (DRES)



SOLICITATION FOR OFFERS ("SFO")  
DRES-SFO-2011-2  
Georgetown DMV Space

The District of Columbia's Department of Real Estate Services (DRES) is seeking offers of buildings or space that satisfy the following criteria. Offered space must be contiguous within the building. The initial occupying agency for the space is the Department of Motor Vehicles (DMV).

This SFO is released to address the immediate need for a 6,000 - 7,000 SF replacement of the current Georgetown DMV currently located at 3222 M Street NW. Specific requirements include:

- **Space Requirement:** 6,000 to 7,000 Usable Square Feet (USF)
- **Term:** 10 year term, with one 5-year option
- **Delivery:** Immediately
- **Use:** Public interface with District of Columbia residents for motor vehicle transactions such as obtaining DC driver's license and payment of fees, registration, and other administrative functions. Current customer traffic at existing location is approximately 700 people daily.
- **Delineated Area:** Space to be located within the Northwest or Northeast quadrants of the District, and within 1,500 feet of District of Columbia Metrorail Station. DMV requires easy access for the public with preference being given to first floor retail space with entry from the street.
- **Parking:** Two reserved parking spaces for site manager and deliveries. Also discounted parking rates for 22 DMV employees.

**Rent Structure**

- **Rental consideration should be based on the following structure (per RSF):**

Net Rent	Escalations, if agreed to by the District, will be allowed on the net rent only. <b><u>Do not include</u></b> any escalation on the Annual Rent.
Operating Costs	The amount included in the Annual Rent for the first year Operating Costs. Operating Costs are subject to annual escalations according to changes in the Consumer Price Index (CPI). First year Operating Costs to be verified by the District and the figure revised accordingly prior to lease execution.
Real Estate Taxes	The amount included in the Annual Rent for the

**"Real Estate Tax Base"** which is based upon the real property and Business Improvement District (BID) taxes (the **"Real Estate Taxes"**) for the building or portion of the building occupied by the District. Commencing on the anniversary of the first lease year, District will owe its proportionate share of Real Estate Taxes for the Building above the Real Estate Tax Base. The Real Estate Tax Base will be verified by the District and the figure revised accordingly prior to lease execution.

**Tenant Improvement Amortization**      The annual amount of the amortized Tenant Improvement Allowance ("TIA") over the term of the lease. TIA will cover construction, A/E services, programming, relocation, and technology costs. Flexibility in the utilization of TIA is paramount.

**Total ("Annual Rent")**      Total of all above categories.

Below is an **example** of how the proposed rent structure should be presented:

Net Rent	\$11.50
Operating Costs	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	\$ 8.50
<b>Total ("Annual Rent")</b>	<b>\$36.00</b>

- **Tenant Improvement Allowance** – Offers must include a TIA of no less than \$ 75.00/RSF with the ability to receive up to an amount not exceeding \$85.00/RSF.
- **LEED Certification-**: Offeror must, in its submission:
  - a) provide documentation that the proposed space has received a minimum U.S. Green Building Council LEED certification for one of the following categories: Core & Shell Development (CS), or New Construction & Major Renovations (NC); or
  - b) Provide a feasibility statement for LEED Commercial Interior (CI), Core and Shell Development (CS), or New Construction (NC).
- **Building Hours**: Minimum building hours are 7 am to 7 pm Monday through Saturday.
- **Test Fit**: Offeror is required to provide a test fit at its sole expense, based on programming data provided by DRES, as an explicit lease provision.

In addition to the information above, please include the following.

- 1- Building name and address
- 2- Ownership information including proof of registration in DC
- 3- Contact information and e-mail address for owner's representative

- 4- Floor plans delineating specific floors and square footage on each
- 5- Describe any amenities the building has such as a gym or restaurant
- 6- Describe the condition of space
- 7- Describe any proposed building renovations
- 8- Describe current recycling programs
- 9- Describe energy efficient programs and equipment
- 10- Common area factor
- 11- Evidence of control of property and availability of the space for immediate use
- 12- Signed DC DRES FORM S-103 attached to this SFO

### **CRITERIA FOR EVALUATION**

A "responsive offer" shall be one deemed to have complied with all of the foregoing requirements, as determined in DRES's sole discretion. Only responsive offers will be evaluated. Evaluation and selection will be based upon all of the following criteria and what is in the best interest of the District.

**Agency Operation:** Is the space suitable to meet the operational needs of the agency?

**Rate:** Is the proposed Annual Rental Rate competitive according to current market conditions?

**Location:** Does the proposed site provide an easily accessible location for all citizens that it serves?

**LEED Criteria:** What is the LEED rating of the site? Has the Offeror provided documentation to verify such rating?

**Delivery Dates:** Can the Offeror meet the requirement of immediate delivery? How soon may the space delivered and occupied by DMV?

### **OFFERORS' INQUIRIES**

#### **Written Inquiries**

Offerors may submit their inquiries about the SFO in writing via email (no phone calls) to **Sheryl.Ponds@dc.gov**; Subject: DMV SFO Inquiry. Inquiries must be received no later than 3:00 pm Wednesday, June 15, 2011.

#### **Pre-submission conference**

Offerors are invited to attend a pre-submission conference on Thursday, June 16, 2011 10:30 am at One Judiciary Square, 441 Fourth Street, NW, Floor 11.

#### **Responses to Inquiries**

DRES will post all inquiries submitted via email and via the pre-submission conference and the respective responses on the DRES web-site, **www.dres.dc.gov**. All inquiries and responses will be posted no later than close of business Monday June 20, 2011.

**SUBMISSION REQUIREMENTS**

Electronic and facsimile Offers will **not** be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **"Offer in Response to DRES-SFO-2011 -2."**

Offer submissions must include all required supplemental information and documentation. Only offers submitted to DRES by **4:00 pm** on **Thursday June 23, 2011** will be considered.

Offerors shall provide five (5) hard copies of the written offers in 12-point font size on 8.5"x 11" paper. Offers must also include **signed** DC DRES FORM S-103 attached to this SFO. Offers must be hand delivered to:

Department of Real Estate Services (DRES)  
**ATTENTION: Sheryl Ellison Ponds**  
REFERENCE: **DRES-SFO-2011 -2**  
2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> Floor  
Washington, DC 20009  
***No phone calls please.***

*This Solicitation for Offers shall not be considered an offer to lease. DRES reserves the right to withdraw this solicitation at any time.*

from Requirements for DMV Consolidation  
Georgetown DMV Center  
as of March 2011

CONSOLIDATION REQUIREMENTS		CURRENT STATUS
	Future Requirements	Georgetown Service Center
Square Foot Capacity		5260 sf
Public Hours	M-S (hours vary 8-6)	8:15-4 T-S
Average Customers Daily	2639	490
Personnel assigned, incl contractors/cashiers; doesn't include inspection staff	215	21
Security Staff as of March, 2011	PSD to decide	2
Customer Facing		
Capacity of Cust Waiting Area - Svc Ctr	225	45
Capacity of Cust Waiting Area - Adjudication	150	
Info Desk Staffing	10	2
Customer Service Windows	54	8
Cashier Service Windows	12	3
Service Window/Camera Stations	at each window	1
NCDL testing service window/camera station	5	1
CDL testing service window/camera station	0	
Advocacy Room Staffing	4	1
NCDL Knowledge Testing Stations	24	5
CDL Knowledge Testing Stations	0	
Service Center Manager office	5	1
Service Center Supervisor - stations	5	1
Hearing Examiners/Hearing Rooms	21	
Treasury Room (for counting/storing cash)	2	1

from Requirements for DMV Consolidation  
Georgetown DMV Center  
as of March 2011

CONSOLIDATION REQUIREMENTS		CURRENT STATUS
	Future Requirements	Georgetown Service Center
<b>Square Foot Capacity</b>		<b>5260 sf</b>
Secure storage - daily inventory		1
Offices Other (HIV Testing/VIP)		Coming
Chief Hearing Examiner Office		
Chief Hearing Examiner Assistant		
Service Center Staff - non-counter ws/leads?		1
Public Men's rest room		Yes
Public Women's rest room		Yes
Water Fountain		No
<b>Not Customer Facing</b>		
Office for Director		
Office for Senior Staff, General Counsel, Fiscal Officer		
Front Office Staff seating - Dir + Sr Staff		
Office/Bullpen for Management Analysts/pgm mgr - fin/IRP/Tick/anal/legal/pub affairs		
Offices for Managers and HR		
Office of Service Integrity (in addit to head)		
Hearing Support Backoffice		
Driver/Vehicle Processing Center		
Imaging office/bullpen 8- personnel + files		
MPD Waiting Area +officers (Hearings)		
Mailroom -Support Svc staff + Mailroom eqpt		

from Requirements for DMV Consolidation  
Georgetown DMV Center  
as of March 2011

CONSOLIDATION REQUIREMENTS		CURRENT STATUS
	Future Requirements	Georgetown Service Center
<b>Square Foot Capacity</b>		<b>5260 sf</b>
Office - IT Help Desk+ L1		
Office/Bullpen - IT Tech Support /incl mgr+ticket vendor		
Office/Bullpen - HR/Training/Correspondence		
Office/Bullpen -Finance/Accounting		
Conference Rooms - large		1
Quiet Rooms/Small Conf Rooms (assuming shared offices		
Production - printing office (large equipment) -		
Training Facility		no
Elearning Ctr workstations		2 - conf room
Break/Lunch Rooms - capacity		10
IT Server Room		1
Agency IT Server Hub		
IT Storeroom		
IT Workroom		
Maintenance closet		Yes
Security Closet (ADT)		Yes
Secure Supply Room - feeder/ elev access		
WAREHOUSE/Secure Inventory Storage - elevator/loading doc accessible		
Lockers and space for them		20

from Requirements for DMV Consolidation  
Georgetown DMV Center  
as of March 2011

CONSOLIDATION REQUIREMENTS		CURRENT STATUS
	Future Requirements	Georgetown Service Center
<b>Square Foot Capacity</b>		<b>5260 sf</b>
Employee Restroom - men		1 unisex
Employee Restroom - women		1 unisex
Water Fountain		
<b><i>Location Requirements:</i></b>		
ON SITE Area for Driver's Road Test/Parallel Parking for 4 vehicles		
<b><u>EASY ACCESS to METRO and bus routes</u></b>		no
ON Site Fleet parking/loading/spaces		
Parking for deliveries/IT agency		loading dock
Close at hand parking for 100+ customer vehicles		Georgetown mall fee parking
DC Net		Yes